

September 2, 2016

TO: PROSPECTIVE OFFERORS

The Embassy of the United States of America in Quito, Ecuador invites you to submit a quotation to provide preventive maintenance services on the facility's main service electrical distribution switchgear.

The Contractor shall provide all materials, supervision, labor, tools and equipment to perform preventive maintenance. This must include, but not limited to, batteries for the trip units, fuses, and dielectric lubricant.

All personnel working in the vicinity shall wear and /or use safety protection while all work is performed. Strict adherence to NFPA70-E and applicable OSHA standards must be maintained at all times. Regular safety meetings shall be held among on-site contractor personnel, LES staff assisting. Any questions or injuries **shall** be brought to the attention of the Post Occupation Safety and Health Officer (POSHO). Material Safety Data Sheets (MSDS) shall be provided by the Contractor for all HAZMAT materials. Copies will be provided to the COR for approval.

Prior to beginning any site work the contractor must submit to the embassy FM an isolation Standard Operating Procedure (SOP) and schedule to reflect the planned work and sequence.

A site visit will take place on **Monday, September 9, 2016 at 10:00 a.m.** at the following address:

American Embassy Quito  
Av. Avigiras E12-170 y Av. Eloy Alfaro  
Quito

If you are interested in attending, please contact Cecilia Rosero at e-mail address: roseroc@state.gov for preparing access requests.

Please contact Cecilia Rosero at e-mail address: roseroc@state.gov and Jose Balseca at e-mail address: balsecjj@state.gov in order to send you the complete solicitation package.

If you are interested in participating in this project, your quotation must be submitted in a sealed envelope marked "Quotation Enclosed – facility's main service electrical distribution switchgear. " to the Contracting Officer: Jason Show, Embassy of the United States of America, Av. Guayacanes N52-205 y Av. Avigiras, Quito, **before 4:00 p.m. on September 19, 2016.**